

**ADMINISTRATIVE  
INTERNAL USE ONLY**

12 September 1968

STATINTL

MEMORANDUM FOR: [REDACTED]

SUBJECT: Historical Staff Holdings at Records Center

STATINTL

1. The Historical Staff has controlled at Records Center [REDACTED] a total of 20 feet of records, mostly old materials of historical importance which other offices have wished to be relieved of. These can be reduced to about 10 feet as follows:

a. 4 feet are in process of transfer back to Executive Registry control.

b. About 6 feet can be eliminated from records of the old ORE, ICAPS, etc., by collating with the holdings of other offices and eliminating duplication.

STATINTL

2. The Studies in Intelligence currently controls at Records Center [REDACTED] 25 feet of back copies for supplementary distribution. These could be reduced to 10 feet by scheduling a reduction in holdings of each issue to 25 copies after one year instead of after 5 as at present, and to 0 after 10 years instead of after 15 as at present. (Control will presumably move out of ODCI with change in editor at the end of this year.)

3. If this proposal is satisfactory we shall proceed to effect it. *A*

[REDACTED] STATINTL

Philip K. Edwards

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